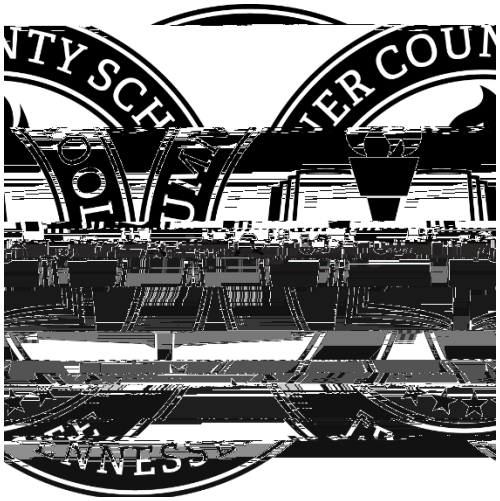
INVITATION TO BID (ITB)

NUMBER: 20180530BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposal for this solicitation is in the best interest of SCS.

RFP Title: Calculators



Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
615-451-6560
chris.harrison@sumnerschools.org

Janice Wright
Purchasing Coordinator
615-451-6569
janice.wright@sumnerschools.org

Release Date: May 14, 2018	Proposal Due Date: May 30, 2018 @ 10:00 a.m.

Any altercations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or ar other legal remedies available to the Sumner County Board of Education.

- Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

3. Schedule of Events

RFP Issued	May 14, 2018
Questions DEADLINE	May 23, 2018
Alternate Product Submission DEADLINE	May 23, 2018
RFP Submission DEADLINE	May 30, 2018 @ 10:00 a.m.

4. Delivery of Proposals

Sealed proposals will be accepted until May 30, 2018 @ 10:00 a.m. local time. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at 10:00 a.m. local time

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such the Gall

6. New Vendors

- To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 1) included in this RFP.

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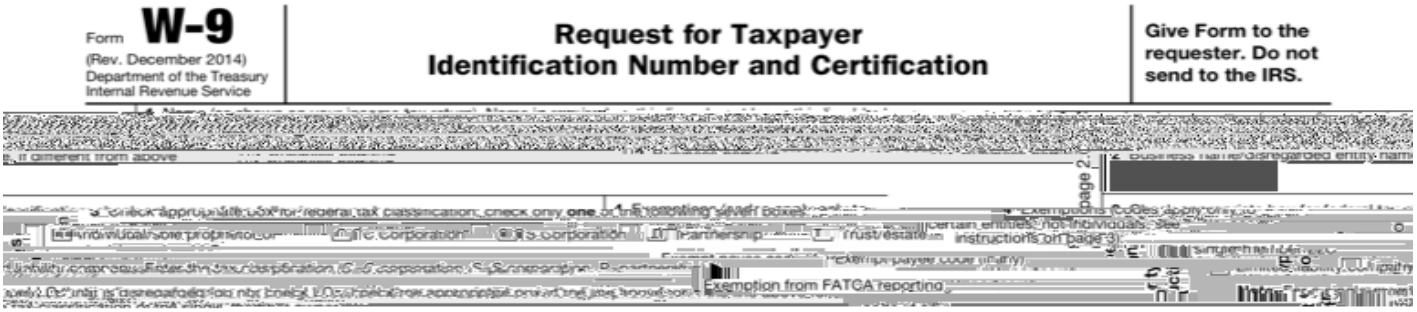
7.A Bid Form

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

Date_____

Description	Quantity	Price/each	Extended Total
Calculator • Brand _____ • Item Number _____	15 Teacher Packs One-Time Purchase GOOD THRU DATE: _____ 1 Calculator		

7.B IRS Form W9


Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Exemption from FATCA reporting

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.

3. ACCEPTANCE AND AWARD: SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposer, to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
    a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the delivery terms will be taken into consideration.
    b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
    c. Prices quoted on the response (if any) are to be considered (i)5.1 (v)1(,)1.1T (d,)2 (t)2.6 (n23 (hac96de)9 (r)(nf)8.